



CITY OF HOUSTON

Job Posting

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Applications accepted from:	All Persons Interested
Job Classification	Parking Enforcement Officer (5 positions)
Posting Number	PN # 110243
Department	George R. Brown Convention Center
Division	Parking Management
Section	Enforcement
Reporting Location	1001 Avenida de las Americas
Workdays & Hours	All Shifts, days, and holidays*
	<i>*Subject to change</i>

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

This position will be responsible for enforcing the City Parking Ordinance by issuing citations for parking violations. Duties will include enforcing policies and procedures; issuing citations for parking violations observed within assigned route; reporting vehicles in tow-away zones; and reporting traffic accidents, hazards and emergencies; checking parked vehicles using hand-held computer device for unresolved parking violations; booting eligible vehicles; reporting damaged or malfunctioning meters and traffic signals for repair services; reporting missing traffic signs; assisting citizens with directions and other needed information or assistance; and testifying in Municipal Courts hearing procedures as required. May be assigned as an alternate to collect revenue from parking meters and repair meters as needed. May be assigned to take photos as requested by the Adjudicating Officer. May be assigned the Residential Permit surveys. Other related duties as assigned. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

10 **WORKING CONDITIONS**

Job consists of periods of walking with routine exposure to significant levels of heat, cold, moisture and air pollution such as those encountered in general outdoor conditions. The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. Includes driving City-owned vehicles as needed and riding bicycles in downtown traffic.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One year of general office/clerical or related experience with public contact.

13 **MINIMUM LICENSE REQUIREMENTS**

None

14 **PREFERENCES**

Bilingual skills. Law enforcement and/or security officer experience. Experience with hand-held computers. Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc.). Heavy customer service experience.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 10
\$723 - \$1,285 Biweekly \$ 18,798 – \$33,410 Annually

18 **OPENING DATE** **May 3, 2006**

19 **CLOSING DATE** **May 16, 2006**

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st. Floor. For application status inquiries, please call (713) 853-8211. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD number is (713) 837-9471

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